



# Texas A&M University-Texarkana Routing & Approval Cover Sheet for Financial Agreements/Contracts

By signing below, you are approving the attached contract, including the expenditure for the services. Any change to the contract after the dates found below must be reviewed and approved by the parties listed.

Account Number(s): \_\_\_\_\_ Contract Amount: \$ \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Vendor/Contracting Party: \_\_\_\_\_ E/L/Rdoc Number: \_\_\_\_\_

Service Description:	
Renewal Terms: _____	IT Ticket # (if required): _____
Annual Payment Amount: \$ _____	

Account Manager _____	Date _____	Account Manager _____	Date _____
Account Manager _____	Date _____	Account Manager _____	Date _____
Vice President _____		Date _____	
AVP of Operations (if applicable) _____		Date _____	
CFO (if applicable) _____		Date _____	
President (if applicable) _____		Date _____	

Signature Requirements based on the President's Delegation of Authority for Contract Administration available at <https://tamut.edu/administration/finance/files/delegation-of-authority.pdf>

**FOR CONTRACT OFFICE USE ONLY**

Contract Number: \_\_\_\_\_ Date Received in Contracts Office: \_\_\_\_\_

OGC Review Required:  Yes  No  
Date approved: \_\_\_\_\_

System CIO Approval Required:  Yes  No  
Date approved: \_\_\_\_\_